



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**

REANNOUNCEMENT

Reannounced to solicit for additional applicants. All those who
Previously applied need not re-apply.



VACANCY ANNOUNCEMENT

NAO-05-DH-03A

OPENING DATE

03-09-05

CLOSING DATE

04-13-05

POSITION

MEDICAL OFFICER (HEALTH INFORMATICS)

LOCATION AND DUTY STATION

NAVAJO AREA IHS, OFFICE OF AREA DIRECTOR, ST.
MICHAELS, ARIZONA

GRADE/SALARY

GS-602-15, \$101,577 - \$128,469 PER ANNUM*

*SPECIAL SALARY RATE UNDER 5 USC 5303

NUMBER OF VACANCIES

ONE VACANCY

APPOINTMENT WORK SCHEDULE

AREA OF CONSIDERATION

SUPERVISORY

PERMANENT

? FULL-TIME

DHHS

NO

PROMOTION POTENTIAL

HOUSING

TRAVEL/MOVING

NO KNOWN POTENTIAL

? PRIVATE HOUSING ONLY

MAYBE PAID FOR ELIGIBLE EMPLOYEES

DUTIES: Serves as Navajo Area Telehealth Consultant with full responsibility for program development, administration and direction. The responsibility includes identifying needs and coordinating a variety of services and activities within the Service Units, hospitals and clinics and in the community to promote optimal telehealth services. In addition to the above, the assignment includes providing medical care services for the Navajo Area Indian Health Service beneficiaries. Assignments involve the full range of problems, including the very difficult, where there is responsibility for recognizing difficult-to-identify symptoms or signs, and with responsibility for developing a full treatment regimen involving a knowledge of state-of-the-art techniques. Incumbent also has the responsibility for medical students, interns or residents assigned for training in this specialty. Provides clinical guidance to develop and promote telehealth solutions to meet clinical needs consistent with the mission and vision of the Navajo IHS. Provide clinical input to initiatives, staff and activities of Navajo Area health information management programs. Coordinate activities of the Navajo Area health Informatics program with various internal and external organizations. Performs other duties as assigned.

"THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT"

The selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal Service.

QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

BASIC REQUIREMENTS: Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation.

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have had 52 weeks of specialized experience equivalent to the GS-14 grade level to qualify for the GS-15 grade level.



CLINICAL AND TRAINING PROGRAMS: Within Federal clinical and training programs, a distinction



is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures.

For GS-15, Five (5) years of residency training in the specialty of the position to be filled or equivalent experience and training.

SELECTIVE PLACEMENT FACTOR: Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by the closing date of the vacancy announcement.

*****NOTE***:** Refer to OPM Handbook Qualification Standards, Series GS-0602 for complete information. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide official transcripts by the closing date of this announcement.

WHO MAY APPLY:

Applications will also be accepted from **Non-status applicants** (those individuals who never held a career or career-conditional appointment in the Federal Service) and will be evaluated under competitive OPM register procedures.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistant Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed on and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
- OR
- B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. KNOWLEDGE OF TELECOMMUNICATIONS.
2. KNOWLEDGE OF HEALTH INFORMATION SYSTEMS.
3. KNOWLEDGE OF HEALTH CARE DELIVERY PROGRAMS AND SYSTEMS.
4. ABILITY TO WORK INDEPENDENTLY.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS)

NOTE: Form OF-306 "Declaration for Federal Employment" and Addendum to OF-306, BOTH forms must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Navajo Area IHS, Division of Human Resources, P.O. Box 9020, Window Rock, Arizona 86515-9020, BY CLOSE OF BUSINESS ON THE CLOSING DATE:

1. OF-612, Optional Application for Federal Employment; OR
2. SF-171, Application for Federal Employment; OR
3. *Resume; OR
4. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position are being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT ANGELA SEGAY, HUMAN RESOURCE SPECIALIST, 928/871-1421.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 5-4432, (or equivalent form issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 5-4432, but state that such documentation is contained in their Official Personnel Folder.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, mailing address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD-214, indicating Discharge and/or SF-15 if claiming 10-points. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and date held);
8. High School - Name, city, state (zip code if known), and date of diploma or GED;
9. Colleges and universities - name, city, state (zip code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). (Attach Official transcripts);
10. Work experience (paid and nonpaid) - Job, Title, Duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current supervisor;
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill and identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE	DATE
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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER NAO-05-DH-03A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE
MEDICAL OFFICER (HEALTH INFORMATICS), GS-602-15**

1. KNOWLEDGE OF TELECOMMUNICATIONS. The person in this position must have the knowledge of telecommunications, which includes telecommunication equipment and software programs, ability to identify and report telecommunication equipment failure/malfunction. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. KNOWLEDGE OF HEALTH INFORMATION SYSTEMS. The person in this position must have the knowledge of health information systems as they relate to telehealth information, technology applications in health industry or distance education. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. KNOWLEDGE OF HEALTH CARE DELIVERY PROGRAMS AND SYSTEMS. The person in this position must have the knowledge of direct patient care systems administration, including allied health care functional programs. In addition, this person will ultimately be responsible to assure that the health care delivered is within accepted standards of care and the national accrediting/certification requirements are met. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. ABILITY TO WORK INDEPENDENTLY. This is the ability to work with minimal supervision. This also includes the ability to perform multiple procedures simultaneously often with no assistance and to use initiative while being dependable, creative and versatile in a variety of situations. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

CERTIFICATION

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE